

TAB

TAB F-1

Estimated Fixed Administrative Expenses [REDACTED] FY 1954

STATINTL

1. Director's and Administrative Offices

a. Salaries

(1) Director and three staff members	\$15,000
(1/2 X 30,000) <sup>1</sup>	
(2) Administrative assistant	2,000
(1/2 X 4,000)	
(3) Secretarial and clerical	7,500
(1/2 X 15,000)	
	<hr/>
	\$24,500

b. Travel	4,000
-----------	-------

c. Consultants	<hr/> 2,500
----------------	-------------

Total direct cost	\$31,000
-------------------	----------

Indirect expenses <sup>2</sup>	
(40% of Salaries)	<hr/> 10,000

Total, Director's and Administrative Offices	\$41,000
--	----------

STATINTL 1. One-half of administrative salaries is charged as this represents the anticipated proportion of total [REDACTED] financing for fiscal year 1954.

STATINTL

2. Document Control Room

a. Salaries

(1) Librarian (1/2 X 3,600)	\$1,800
(2) Assistant Librarians (1/2 X 6,000)	3,000
(3) Liaison Assistant	3,400
(4) Messenger Service (1/2 X 3,600)	<u>1,800</u>

\$10,000

b. Materials and Services<sup>3</sup>

1,000

c. Travel

1,000

Total Direct Cost

\$12,000

Indirect Expense  
(40% of Salaries)

4,000

Total, Document Control Room

\$16,000

---

<sup>3</sup>. Includes standard references, periodicals, and publications, but not special materials for individual projects.

TAB F-3

3. Security Control

a. Salaries

(1) Guards	\$16,000
(3 full-time, 1 half-time at 1.41/hr., 48 hr. week)	

(2) Supervision <sup>4</sup>	<u>1,500</u>
------------------------------	--------------

Total Direct Cost	\$17,500
-------------------	----------

Indirect Expense (40% of Salaries)	<u>7,000</u>
---------------------------------------	--------------

Total, Security Control	\$24,500
-------------------------	----------

STATINTL

STATINTL

4. This represents the [REDACTED] proportionate share of the salaries of four shift foremen and one superintendent who supervise all guards [REDACTED]

TAB F-4

4. Equipment, Maintenance, etc.

a. Equipment <u>5</u>	\$3,000
b. Office Supplies	4,000
c. Maintenance <u>6</u>	2,000
d. Service Charges <u>7</u>	<u>4,000</u>

Total Cost	\$13,000
------------	----------

Grand total, estimated fixed administrative expenses	<u>\$94,500</u>
--	-----------------

5. Furniture, typewriters and other items of capital equipment.

6. Service contracts (typewriters, Multilith), vehicle operation, repairs of equipment, etc.

7. Telegraph and long distance telephone charges, petty cash, postage, freight, express.